



MS WORD (INTERMEDIATE)

Date: 24 - 25 February 2020

Time: 09:00 AM

Venue: University of Cyberjaya, Cyberjaya

INTRODUCTION

This Microsoft Word training course is designed for those users who wish to improve their current knowledge of Word and take advantage of the more complex features. You will be able to divide a document into sections and columns, to format tables and populate them with data directly from Excel spreadsheets. You will also learn how to add recurrent data to documents in a series such as page numbers and headers. Finally, you will be shown how to prepare labels and envelopes, add your company logo to a letter and set up a template for future mail.

DESIGNED FOR

Our Microsoft Word Intermediate training course is suitable for those with a basic working knowledge of Microsoft Word.

PROGRAMME OBJECTIVES

- Learn to use Word 2019's advanced editing tools.
- Learn to work with images, including placing and sizing images, wrapping text around images, and using borders and effects.
- Learn to adjust page orientation and layout.
- Learn to work with columns.
- Learn to work with page and section breaks.
- Learn about document views, using the navigation pane, and viewing multiple windows.

YOU WILL LEARN

TO IMPROVE THEIR CURRENT KNOWLEDGE OF WORD AND TAKE ADVANTAGE OF THE MORE COMPLEX FEATURES.

WORKSHOP OUTLINE

- What new in Word
- Working with Sections and Columns
- Formatting Tables
- Working with Excel Data
- Working with Styles and Building Blocks
- Working with Headers and Footers
- Working with Graphic
- Document Templates

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